

28 February 1997

*Inspection***WING SELF INSPECTION AND ASSESSMENT PROGRAM**

The self inspection and assessment program measures and evaluates **quality** and **compliance**. It provides feedback to commanders, senior supervisors and unit personnel by validating the effectiveness and efficiency of each group and agency to support the wing's pilot training mission. Your unit program should focus on: (1) how effectively, efficiently and safely you accomplish assigned missions; (2) how you identify obstacles which impact mission accomplishment; (3) how you comply with laws, instructions, regulations, technical orders, applicable audit findings, special interest items etc.; (4) how you identify problems, provide feedback and direct problems to the proper level for action or attention.; (5) how you detect and prevent fraud, waste, and abuse and (6) how use of assessment guides will determine overall program effectiveness.

1. Responsibilities.**1.1 Wing Inspector.**

1.1.1 Establish a base instruction.

1.1.2. Review and distribute Quality Air Force Assessment (QAFA) reports, Special Interest Items (SII) information, and cross feed materials.

1.1.3. Conduct program reviews and periodic spot checks as needed.

1.1.4. Provide feedback to senior wing officials on self inspection and assessment status.

1.2. Financial Management.

1.2.1. Establish an effective audit follow-up program consistent with self inspection objectives.

1.2.2. Ensure audit findings are closed out by the estimated completion date.

1.2.3. Ensure findings are added to the squadron or wing staff agency self-inspection.

1.2.4. Follow-up on audit findings no later than 120 days after the item has been closed out.

1.3. Group/Squadron Commanders and Wing Staff Agencies.

1.3.1. Establish and maintain viable self-inspection/assessment programs.

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HQ AETC/SCMY -

- 1.3.2. Appoint self inspection/assessment monitors by letters and forward a copy to 47 FTW/IG.
- 1.3.3. Ensure QAFA guides are supplemented regularly to include applicable compliance requirements and audit findings.
- 1.3.4. Ensure self inspections/assessments are conducted.
- 1.3.5. Review open discrepancies at least quarterly or more often as needed, until closed.
- 1.3.6. Ensure timely follow-up action is accomplished on all open discrepancies.
- 1.3.7. Identify problem areas to the proper level for action.
- 1.3.8. Maintain file copies of self inspections results (two most recent).
- 1.3.9. Maintain Higher Headquarters reports (i.e. QAFA reports with crossfeed results) distributed by 47 FTW/IG and applicable excerpts from audits.
- 1.3.10. Maintain a file copy of actions taken to comply with applicable Special Interest Items.

1.4. SELF INSPECTION/ASSESSMENT MONITORS.

- 1.4.1. Maintain and utilize the self inspection binder (Para 3).
- 1.4.2. Develop, review annually and personalize unit QAFA guides as required on AF Form 2519, All Purpose Checklist, or a suitable computer generated substitute.
- 1.4.3. Provide assessment reports through the chain of command to the GP/CC (47 FTW/CV for Wing Staff Agencies) as required.
- 1.4.4. Maintain a tracking system to monitor discrepancies.
- 1.4.5. Ensure unit supervisors and commanders review discrepancy status at least quarterly to confirm follow-up action and close out.

2. ASSESSMENT REPORTS: Reports will consist of a cover letter and an AETC 102, Self-Inspection Discrepancy, one for each significant discrepancy. Reports will be coordinated through the chain of command and forwarded to the GP/CC upon request (47 FTW/CV for Wing Staff Agencies) NLT 10 workdays after the end of the inspection period.

3. SELF INSPECTION/ASSESSMENT BINDERS.

- 3.1. Table of Contents.
- 3.2. Copy of current appointment letter.
- 3.3 Copy of FTWI 90-201.

3.4 Unit QAFA guides.

3.5 Documentation to support your answers to QAFA guide questions.

3.6. Results of the last two self inspections.

3.7. A tracking log for open discrepancies using AETC Form 102, AF Form 3126, General Purpose Form, or suitable computer generated substitute.

3.8. Applicable Special Interest Items (active and applicable).

3.9. Supplemental information selected by unit monitor.

NOTE: Applicable items from the binder may be maintained in unit publication set or administration files as determined by unit monitor as long as they are available and are cross-referenced in self inspection binder.

4. FOLLOW-UP. Flight, Squadron and Group Commanders or their equivalents and Wing Staff Agencies will ensure corrective action is annotated on the AETC Form 102 (or equivalent discrepancy log) during their reviews. Status annotations may be handwritten. Copies of all AETC Forms 102's (or equivalent) will be forwarded to the GP/CC (47 FTW/CV for Wing Staff Agencies) upon request.

5. SCHEDULE: As directed by the GP/CC (47 FTW/CV for Wing Staff Agencies).

6. SPECIAL INTEREST ITEMS. When certain functional areas or activities are identified by USAF or AETC as an SII, the Wing Inspector will designate a base OPR for the SII inspection/implementation. The OPR will task appropriate agencies as necessary to review and act upon the SII and submit any required findings/action through 47 FTW/IG. The OPR will also prepare and forward a final status report (as required) within 15 workdays of expiration date of the SII.

GARY A. WINTERBERGER, Colonel, USAF
Commander